

RAS Copy

ARO's

ADMINISTRATIVE - INTERNAL USE ONLY

14 October 1964

To : All ARO's in DDI and DDS&T Group
 Also:

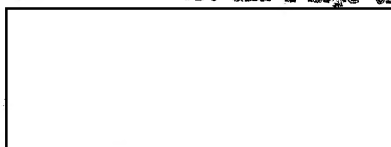
mailed 10/15/64

From : Chief, Records Administration Staff, DD/S

Subject: DDI and DDS&T Records Officers Meeting - 22 October 1964

1. A meeting of all Records Officers in the DDI and DDS&T Areas will be held on Thursday, 22 October 1964 at 10:00 A.M. in Room 7D-34, Headquarters. Your attendance will be appreciated.

2. I have several items of general interest and I hope that you will have some items to



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See next page for Attendance

DD/I COMPONENTS

O/DD/I
 Central Reference
 FDD
 Research and Reports
 National Estimates
 Current Intelligence
 Basic Intelligence
 Nat.Photo.Intell.Ctr.

DDS&T COMPONENTS

OSI
 DDS&T
 OEL & ORD }
 OSA
 OCS

*DDI & DDS&T - 22 Oct.**7D-34, Hq.*

7E-32	Headquarters
2E-61	Headquarters
352	1717 H St.
4F-29	Headquarters
7E-62	Headquarters
6G-29	Headquarters
201	Alcott
6N-222	
1G-81	Headquarters
402	1717 H St.
506	1717 H St.
422	1717 H St.
401	1717 H St.

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6F-40	Headquarters
2E-37	Headquarters
6B-40	Headquarters

v: indicates RMO will attend.

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GUIDE FOR THE ADMINISTRATION OF FORMS MANAGEMENT

- c. Attach copy of form, if available, to Form 30.
- d. Send to Records Officer.
- 2. Records Officer.
 - a. Review.
 - b. Forward approved initial requests on Form 30 and attachments to Records Administration Staff.
 - c. Forward approved replenishment requests on Form 88 to Depot Supply Control Branch, Office of Logistics.
- X. Where and How to Get Supplies of Forms
 - 1. Stock (unclassified) - Prepare Form 1490, Listing form needed and submit it to the Building Supply Office (BSO) in your building. In some cases these forms are available in GJ-56, self service area.

If there is no BSO in your building, prepare Form 1490 listing forms needed, and send it to the BSO in the Headquarters Building, Room GJ-26.
 - 2. Stock (classified) - Prepare Form 1490, and submit it direct to the BSO in the Headquarters Building, Room GJ-26.
 - 3. Non-Stock (classified and unclassified) - These forms are usually stored by the using office. If you need to know who is storing the forms, call your Records Officer.